



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Establish MU Baseline

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

Process Number
UM.1.1

1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	Retrieve existing land use plans, inventories and statuses of MU resources.
1.2 Process Overview	All existing information relevant to use of the land and natural resources contained within a Management Unit is compiled. A Management Unit (MU) is a designated area of land to be managed for similar use. This is a sub-unit of a program area and is typically leased or permitted, but may be non-leased lands as with a tribally reserved area.. The MU may be an aggregation of tracts, a single tract or a portion of a tract. Examples of MUs include a range unit, multi-tract grazing permit area or a culturally reserved area.
1.3 Stops With	Prepare MU Baseline Report.

2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

Goal/Objective
GOAL 4: LAND AND NATURAL RESOURCES MANAGEMENT THAT MAXIMIZES RETURN WHILE MEETING BENEFICIARY DESIRES
OBJECTIVE 4.1: LAND AND NATURAL RESOURCE ASSET PLANS AND STEWARDSHIP STRATEGIES Develop land and natural resource asset plans and stewardship strategies.
OBJECTIVE 4.2: PRESERVATION AND PROTECTION OF LAND AND NATURAL RESOURCE ASSETS Preserve and protect the long-term viability of land and natural resource assets consistent with fiduciary duties and with the beneficiaries' intended use of the as-sets.
OBJECTIVE 4.3: LAND AND NATURAL RESOURCE ASSET BUSINESS MANAGEMENT Manage land and natural resource assets effectively and proactively to obtain fair market value for beneficiaries and to incorporate beneficiary requirements.
OBJECTIVE 4.4: APPRAISALS Obtain appraisal information, as needed, on trust and restricted lands for tribal and individual Indian owners, using methods and techniques that meet professional standards.
OBJECTIVE 4.5: FRACTIONATION STRATEGY Develop and implement a resolution, which reduces or eliminates the exponential increase in the number of ownership interests in land.



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3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
None

4. Organizations, Offices and Roles. Identify the DOI organizations and related roles that should be involved in performing the process.

4.1 DOI Organizations. Identify the DOI organizations, offices and individual roles that contribute to this process.

DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.

Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.

All individual roles that contribute, in a significant manner, should be identified.

Organization	Office	Role	Contribution
BIA	Agency		Compile existing land availability information and natural resource inventories. Review MU Baseline(s) for completeness. Review any wide-area, program/resource, or special plan. Assess and incorporate valuations and impacts to relevant MUs into the Baseline Report.
MMS (for minerals or oil/gas only)			Provide minerals or oil/gas seismic, geologic, and exploratory information.
Compacted or Contracted Tribe	Tribal Office		Perform all DOI functions except those considered inherently federal.

4.2 External Organizations. Identify the non-DOI organizations that support the execution of or contribute to this process.

External Organization	Contribution
Candidate Operator (for minerals or oil/gas only)	Provide minerals or oil/gas seismic, geologic, exploratory information.



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- 5. Event(s)** *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

Event	Description	Estimated Frequency
Scheduled land availability	Time event - approximately 12 months in advance of planned agreement expiration dates, for all MU's available for use.	[different by program]
Depletion event	An event, natural disaster, or external party action, which depletes, deteriorates, or negatively impacts Trust resources in an unplanned fashion (e.g. fire, infestation, flood, petroleum reserves depletion).	
Recorded use proposal	Unsolicited use proposal deemed to be consistent with intended use, and having sufficient merit for further assessment.	

- 6. Inputs and Outputs.** *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

6.1 Inputs

Input	Description
Management Unit Inventories	Inventory of the tracts of land, sorted by MU, available for a specific type of land use (e.g. grazing, agriculture, residential, forestry, reserved for cultural use, etc.)
Wide Area Plan & Program Plan	Objectives, schedules, and plans specific to a type of land use, for the same geographic scope of the Wide Area Plan; valuations for each type of use, or MU where appropriate; changes to MU designations.
Plan of Operations	Previous operational plan for the MU, if one exists.
Monitoring Assessment(s)	Assessments and impacts of previous/historical use of the MU.
MU Survey(s)	Natural resource status and quality information, e.g. soil moisture/alkalinity content, forage species/height/condition.
Resource Inventories	Resource quantity estimates and valuations for each Management Unit.



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Input	Description
Beneficiary Declaration of Land Use Intent	Tribal and individual Indian declarations and comments gathered from interactions as part of other processes, particularly BRDM and Planning processes.

6.2 Outputs

Output	Description
MU Baseline Report	Compilation of collected data, with a summary of impacts and requirements relevant to developing a land use agreement for the MU(s).
MU Valuation Requests	Requirements for valuation of a Management Unit or its resources for a specific type of use, forwarded to the LNRP process.

7. Fiduciary and Legal Obligations and Controls

7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
See attached Schedule 1		

7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
Bureau of Indian Affairs Manual (BIAM)	Internal control	BIA policies and procedures



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8. Mechanisms (Systems of Record) *Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.*

System Name	Support
GIS - Land Management	Ability to spatially represent land for planning purposes, integrated with ownership and other realty information related to the land base (interfaced via a land tract ID number).
Land Management System	Supports all information to plan and manage land and is integrated with the GIS system.
Tracking System	Interaction tracking system, used significantly by BRDM processes. The support here is to access any comments, declarations, or indications of beneficiary intent for land use, and incorporate them into the baseline information guiding the plan for use of each Management Unit.
Workflow Engine System	Supports procedural handoffs between processes and geographically disparate offices. In this case, beneficiary comments and declarations for intended use of the land may be fielded by a BRDM process and forwarded to MU planning.

9. Inter-Process Relationships *Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.*

9.1 Predecessors. *Predecessors are processes that either produce information required by this process or that result in the need to execute this process.*

Process No.	Name	Condition of Relationship
P.1.4	Transmit Determination	An approved management unit valuation is provided.
P.2.5	Issue Plan	Wide-area and program level plan provide identification and boundaries of management units, various land use requirements; suitability criteria and beneficiary intended use of land.
P.4	Evaluate and Existing Land and NR Plan	An existing wide-area plan is still viable and approved for continued implementation.
B.6.2.3	Beneficiary Involvement for LNR Use and Management	Beneficiary's intent for or changes to land use is provided.



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Process No.	Name	Condition of Relationship
B.2.4	Transfer Inquiry/Request to Appropriate Office	A request to establish management unit baseline is forwarded.
FO.5	Reporting and Statements	Financial operating history is available for review.

9.2 Successors. *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
P.1.1	Determine Appropriate Valuation Method	Submit a management unit valuation request when sufficient economic and valuation information is not currently available.
UM.1.2	Derive Consent Requirements	Once the MU baseline is established, preparations can begin to contract use of individual tracts within the MU.

10. Comments *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment
	None